

MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services

REFERENCE MANUAL

Fall 1 2004



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OPPS Staff Directory

GENERAL CERTIFICATION QUESTIONS		517-241-4410
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Anthony Beal	University Recommendations for Professional Education Certificates Reinstatements Duplicate (copies of) Certificates	517-335-0580
Frank Ciloski	Supervisor, Client Services Unit Teacher Certification Special Programs: National Board Grants	517-373-6791
Jo Anne Gibson	Vocational Education: Temporary Vocational Authorizations Annual Vocational Authorizations School Nurse Certificates University Recommendations for Provisional Certificates	517-335-0585
Beatrice M. Harrison	Teacher Certification Applications/Issues School Counselor Authorizations, Endorsements and Licenses	517-241-0046
Marleen Higbee	University Recommendations for Preliminary School Psychologist & School Psych. Certificates Professional Renewals Occupational Renewals School Psychologist Renewals	517-335-0581
Ghada Khoury	Higher Education Act Title II-Teacher Quality No Child Left Behind Reporting Office Quality Assurance	517-373-1925
Cheryl Poole	ESEA Title II, Part A Prof. Dev. Competitive Grants Professional Development, Administrator Preparation Standards	517-241-4546
David Ratajik	Troops to Teachers Emergency Management Homeland Defense	517-373-9732 toll free # 1-866-801-0007
Krista Ried	Paraprofessional Programs Teacher Certification Applications/Issues	517-373-0699
Bonnie Rockafellow	Mentoring/Induction Programs Specialty Program Standards, Approval – English, Language Arts, Speech, Journalism, Reading, Foreign Languages, Music, Early Childhood, Bilingual, ESL, Special Education, Elementary Middle Level	517-373-7861
Jim Sory	Teacher Certification Applications/Issues Foreign Applicants Special Education	517-335-0583

Karen Taylor	Teacher Permits [Day-to-Day; Full-Year, Emergency, 1233(b)]	517-373-6895
Stephanie Whiteside	Professional Standards and Practices State Board Continuing Education Units (SB-CEUs) Certificate Suspension & Revocation	517-335-1167
Rosheeda Whitthorne	Administrator Continuing Education Requirements Teacher Certification Applications/Issues School Psychologist Certification	517-241-2200
Sue Wittick	Initial Approval of Teacher Preparation Institutions NCATE/Periodic Review of Colleges of Education Specialty Program Standards, Approval – Social Studies, Integrated Science, Biology, Health, Physical Education, Visual Arts, Industrial Technology, Business, Chemistry, Physics, Earth/Space Science, Physical Science, Computer Science, Family and Consumer Science, Library Media, Vocational Programs	517-241-0172

Office of Professional Preparation Services

Dr. Flora L. Jenkins, Director (517) 373-6505

JenkinsF@michigan.gov

ABOUT THE OFFICE

Michigan Law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit or vocational authorization valid for the positions to which he/she is assigned. Within the MDE, the Office of Professional Preparation Services (OPPS) is the organization unit to which compliance with this requirement is assigned.

This Office fosters the educational achievement of all Michigan youth and adults by assuring that all professional school personnel complete quality preparation and professional development programs that meet standards established by the Michigan legislature, the State Board of Education and the Superintendent of Public Instruction.

The Mission of the OPPS is to provide leadership through collaboration with intradepartmental units, other state and national agencies, professional organizations, higher education institutions, and school districts to develop, implement, monitor and improve the efficiency and effectiveness of systems for the preparation, licensure, approval and continued professional development of Michigan's Pre-K-12 educational personnel.

PROFESSIONAL PREPARATION AND DEVELOPMENT

Dr. Catherine Smith, Supervisor (517) 335-0874

SmithCB@michigan.gov

The Mission of the Professional Preparation and Development Unit is to ensure, with and through other programs and agencies, that high professional standards of quality are established, applied and maintained in a systematic manner for: the development, design approval and re-approval of preparation programs for preservice educational personnel; the assessment of required skills and knowledge for certification; and the professional development of educational personnel. This mission is accomplished through the following program areas:

- **INITIAL APPROVAL OF AN INSTITUTION AS A TEACHER PREPARATION INSTITUTION**

Ms. Sue Wittick (517) 241-0172, Dr. Bonnie Rockafellow (517) 373-7861, or Dr. Catherine Smith (517) 335-4610 Institutions seeking initial approval to offer teacher preparation programs must meet standards approved by the State Board of Education.

- **PERIODIC REVIEW OF TEACHER PREPARATION INSTITUTION UNITS**

Ms. Sue Wittick (517) 241-0172. Institutions approved for teacher preparation are reapproved every five years. As a partnership state with the National Council for the Accreditation of Teacher Education (NCATE), Michigan and NCATE share information and processes. A similar partnership relationship with the Teacher Education Accreditation Council (TEAC) is being developed.

- **SPECIALTY PROGRAM STANDARDS DEVELOPMENT, PROGRAM APPROVAL AND REAPPROVAL**

Dr. Bonnie Rockafellow (517) 373-7861, and Ms. Sue Wittick (517) 241-0172. Specialty programs that meet Michigan standards and requirements are approved by the State Superintendent of Public Instruction. These programs prepare candidates for certificate endorsements at the undergraduate (majors and minors) and graduate levels.

- **ADMINISTRATOR PREPARATION STANDARDS**

Ms. Cheryl L. Poole (517) 241-4546. The Michigan State Board of Education has approved standards for the preparation of school principals. Michigan institutions of higher education are invited to submit an application for state approval of their principal preparation program in alignment with these standards.

- **MICHIGAN TEST FOR TEACHER CERTIFICATION**

Dr. Catherine Smith (517) 335-0874. This is a mandated testing program that requires each candidate for teacher certification to pass examinations. This program consists of three types of examinations, basic skills test (reading, writing and mathematics), specialty area examinations for each endorsement area in which an individual seeks to teach, and a comprehensive elementary examination for those seeking elementary certification.

- **ADMINISTRATIVE ASSISTANCE AND SUPPORT TO ADVISORY GROUPS**

The Professional Preparation and Development Unit provides administrative assistance and support services to the following advisory councils:

- ✓ **TEACHER EXAMINATION ADVISORY COMMITTEE**

Dr. Catherine Smith (517) 335-0874. Makes recommendations to the State Board of Education regarding the selection and development of basic skills and subject area examinations for the Michigan Test for Teacher Certification.

- ✓ **STANDING TECHNICAL ADVISORY COUNCIL**

Dr. Catherine Smith (517) 335-0874. Advises the State Board of Education and the Teacher Examination Advisory committee on the validity, reliability and other technical standards of the Michigan Test for Teacher Certification.

✓ **PROFESSIONAL STANDARDS COMMISSION FOR TEACHERS**

Dr. Bonnie Rockafellow, (517) 373-7861. Advises the State Board of Education on matters pertaining to standards and programs for the preparation and certification of teachers.

✓ **PROFESSIONAL DEVELOPMENT FOR MICHIGAN EDUCATORS**

Ms. Cheryl L. Poole (517) 241-4546. Advises Michigan schools and personnel about Michigan's requirements for professional learning as defined by the State Board of Education and legislated by Michigan's Revised School Code 380.1527. Leadership, interpretation, and recommendations are provided.

✓ **PERIODIC REVIEW COUNCIL**

Ms. Sue Wittick (517) 241-0172. Advises the State Board of Education on procedures and standards for the review of Michigan's 32 teacher preparation institutions.

• **NEW TEACHER INDUCTION/TEACHER MENTORING PROGRAM**

Dr. Bonnie Rockafellow (517) 373-7861. Ensures compliance with Section 1526 of PA 335 (1993) to implement the new teacher induction/teacher mentoring program. Leadership, support, technical assistance and monitoring of the new teacher induction/teacher mentoring program is provided.

• **ESEA TITLE II , PART A(3) COMPETITIVE PROFESSIONAL DEVELOPMENT GRANT PROGRAM**

Ms. Cheryl L. Poole (517) 241-4546. A federal grant program, which awards grants to higher education institutions to provide professional development opportunities for new and practicing teachers in the core curricular subjects in partnership with local education agencies. This grant program is coordinated with the corresponding formula Title II program to K-12 school districts.

CLIENT SERVICES

Dr. Frank Ciloski, Supervisor (517) 373-6791

CiloskiF@michigan.gov

The Mission of the Client Services Unit ensures that all educational personnel seeking certification meet legal requirements and are processed in an expedient and efficient manner; and assures that Michigan schools employ fully certificated educators for positions requiring state licensure. This mission is accomplished through:

1. Dissemination

All Client Services Unit staff provide accurate and up-to-date information regarding certification rules and regulations and are responsible for responding to individual applicants, state agencies, legislative offices, institutions of higher learning, local and intermediate school districts, public school academies, private schools, and professional organizations;

2. Technical Assistance and Support

The Client Services Unit conducts inservice sessions and seminars for faculty and staff of the 37 teacher preparation institutions and administrative personnel of all school districts, public school academies, and other organizations regarding existing, revised and/or new certification rules, regulations, policies and/or procedures concerning educational personnel; and

3. Certificate and Permit Approval

The Client Services Unit continually reviews, approves and processes the following:

- ✓ Out-of-state preliminary and renewal applications for school psychologists.
Teacher certification.
Teacher certification nullification
Alternative routes to certification.
National Board Certification
Dr. Frank Ciloski (517) 373-6791
- ✓ Applications for substitute, full-year, and emergency permits submitted annually by local and intermediate school districts, public school academies, and private schools.
Karen Taylor (517) 373-6895
- ✓ Interim, Standard and Professional School Nurse certificates.
Jo Anne Gibson (517) 335-0585
- ✓ Applications from out-of-state candidates for initial Provisional and Professional Education teaching certificates.
Jim Sory (517) 335-0583
- ✓ Recommendations for Professional and Occupational Education certificates, additional endorsements on teaching certificates, Provisional certificate renewals and Permanent and Continuing certificate reinstatements.
Andy Beal (517) 335-0580 or Jo Anne Gibson (517) 335-0585
- ✓ Annual Vocational Authorization for vocational and adult education programs, Temporary Vocational Authorizations.
Jo Anne Gibson (517) 335-0585
- ✓ School Counselor Licensure and Out-of-State Provisional/Professional applications.
Beatrice Harrison (517) 241-0046
- ✓ Recommendations for all advanced certificate renewals.
Renewal of Professional Education certificate.
Marleen Higbee (517) 335-0581
- ✓ *Revocation and Suspension of Certificates*
State Board-Continuing Education Units
- ✓ ***Stephanie Whiteside (517) 335-1167***
Paraprofessionals
Out-of-state candidates for initial Provisional and Professional Education teaching certificates
- ✓ ***Krista Ried (517) 373-0699***

Troops to Teachers Program Manager
Homeland Defense Liaison and Emergency Management Planning

✓ ***David Ratajik (517) 373-3972***

Applications from out-of-state candidates for initial Provisional and Professional Education teaching certificates
Administrator Continuing Education Requirements

✓ ***Rosheeda Whitthorne (517) 241-2200***

- **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)**

Dr. Frank Ciloski (517) 373-6791. A federal and state subsidy grant program for teacher candidates seeking National Board Certification awarded by the National Board for Professional Teaching Standards. The federal and state subsidy programs will each subsidize up to one half of the cost of application for certification. Grants awarded annually to teachers on the basis of demonstrated interest and availability of funds.

- **TEACHER CERTIFICATION NULLIFICATION**

Dr. Frank Ciloski (517) 373-6791. Administers the nullification of one or more endorsements on a teaching certificate or a grade level on the certificate upon request. The endorsement can be nullified if the person has not been employed in a certain area during the last ten years. Once nullified, the endorsement or certificate level can never be reissued.

- **REVOCATION AND SUSPENSION OF CERTIFICATES**

Ms. Stephanie Whiteside (517) 335-1167. Investigates instances of teachers and other certified or approved school personnel with criminal convictions or fraudulent use of teaching certificates and administers action to grant with conditions, suspend and/or revoke, or deny certificates when appropriate.

- **STATE BOARD-CONTINUING EDUCATION UNITS (SB-CEUs)**

Ms. Stephanie Whiteside (517) 335-1167. Provides school administrators, school psychologists, and holders of professional education and/or occupational education teaching certificates an alternative to the use of college credit for certificate renewal, in compliance with the policies and procedures established by the State Board of Education.

- **HIGHER EDUCATION ACT TITLE II**

Dr. Ghada Khoury (517) 373-1925. Requires annual report on the status of teacher preparation programs in graduating successful teacher candidates.

- **TROOPS TO TEACHERS PROGRAM**

Dr. David L. Ratajik (517) 373-9732. Provides opportunities for active duty and reserve military personnel to transition to classroom teaching as a second career. Participants must be certified and may receive financial assistance. The focus is upon high needs schools in the content areas of mathematics, science, special education, and foreign languages.

- **SCHOOL ADMINISTRATORS CONTINUING EDUCATION UNITS (SB-CEUs)**

Ms. Rosheeda Whitthorne (517) 241-2200. Investigates instances of school administrators who are not in compliance of meeting continuing education. Requirement policy established by the State Board of Education.

MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services

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FACTS ABOUT TEACHER CERTIFICATION
2004-2005

The Provisional Certificate – *Michigan’s initial teaching certificate*

- ◆ Issued following the successful completion of an approved elementary or secondary teacher preparation program, including student teaching.
- ◆ Issued based on the recommendation of a state-approved higher education institution or has demonstrated the completion of an approved teacher preparation program at an out-of-state institution of higher education.
- ◆ Issued after passing all components of the Michigan Test for Teacher Certification (MTTC), including the Basic Skills test (reading, writing and math) and appropriate subject area examinations prior to recommendation for certification. See MTTC information on page 8. Out-of-state applicants should only register based on MDE written advice.
- ◆ Issued based on valid CPR training certificate from the American Heart Association or American Red Cross (child and adult CPR with First Aid training).

NO OTHER TEACHER TEST IS ACCEPTABLE FOR MICHIGAN CERTIFICATION; however, a **Temporary Teacher Employment Authorization (T2EA) may be issued to an out-of-state candidate for the purpose of employment before required teacher tests are passed if:**

-he/she holds a valid certificate in another state, meets all requirements for the Michigan certificate except passing the teacher tests, and has submitted a completed application, including all fee payments.

-when all tests have been taken and passed, the Provisional certificate will automatically be issued within 30-40 days.

- ◆ Valid for up to 6 years during which the holder is expected to gain at least 3 years of successful teaching experience, and to complete at least 18 semester hours in a planned course of study as a prerequisite for the next level of certification.

-Renewal of Provisional Certificate – when all of the requirements for the Professional Education certificate have not been met.

Each renewal is valid for up to 3 years.

First renewal requires completion of 10 semester hours in a planned course of study. Second renewal requires completion of 18 semester hours in a planned course of study. An additional three-year renewal requires the sponsorship of the local school district or private school and approval of the Michigan Department of Education.

-Two-Year Provisional Extension (PA 230 of 2000 - Section 1531[e])

*****(to be used with discretion – nonrenewable by statute)*****

Forfeits access to any opportunity for additional renewals of the Provisional certificate.

Can only be issued if the initial Provisional certificate expired less than 10 years ago.

Initiated by sponsorship of the employing school district or school.

Must submit a plan of work from an approved teacher preparation institution along with the application.

Must meet requirements for the Professional Education certificate at the end of the 2-year period with no exception **or ineligible for employment as a certificated teacher.**

The Provisional certificate will be issued to all applicants who meet course work requirements and pass the Michigan Test for Teacher Certification (MTTC). Those who receive the Temporary Teacher Employment Authorization will **automatically** be issued the Provisional certificate once they take and pass the appropriate MTTC.

The Professional Education Certificate – Michigan's advanced teaching certificate.

- ◆ Requires completion of 18 semester hours in a planned course of study after the issuance of an approved initial teaching certificate (or an approved master's degree earned at any time), and 3 years of successful teaching experience.
- ◆ Must also meet the reading requirement (6 semester hours of teaching or reading methods for elementary and 3 semester hours for secondary).
- ◆ Valid for up to 5 years.

-Renewal of Professional Education Certificate – by meeting continuing education requirements.

Must be renewed every 5 years by completing 6 semester hours at an approved teacher preparation institution or a state board-approved institution included in the Directory of Michigan Institutions of Higher Education (lists 4-year public institutions, 2-year public institutions, independent colleges and universities, and regionally accredited colleges or universities out of state) or 18 State Board-

Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester hour of credit). Only SB-CEUs and/or semester hours earned from issuance date of the certificate may be used toward certificate renewal.

Guidelines for Certain Canadian Applicants

Canadian applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, Quebec Ministere de l'Education, and/or Saskatchewan Education Teacher Services must meet the following requirements:

- Possess a bachelor's degree or higher degree
- Have successfully completed an approved teacher preparation program, including a directed/ practice student teaching experience.
- Possess a valid license/certificate with specified grade level(s) and/or subject area endorsements.
- Pass the Michigan Test for Teacher Certification (MTTC) basic skills and appropriate subject area exams.
- Submit an official transcript of the teacher preparation program in English.

Canadian applicants who meet the following requirements will be exempt from the MTTC and will be issued the Professional Education certificate. The Michigan certificate will be issued for grade levels and subject areas comparable to the Canadian certificate. To receive the Professional certificate, the applicant must hold a valid Canadian teaching certificate and meet the following requirements:

1. Have completed 3 years of successful teaching in a position within the validity of the Canadian certificate.
2. Have completed, after his or her initial certification in Canada, at least 18 semester credit hours in a planned course of study at a recognized institution of higher education or has earned, at any time, a master's or higher degree.
3. Have met Michigan's elementary or secondary, as applicable, reading credit requirement as established under administrative rule.

All other Canadian applicants will be required to follow the same application process as other foreign applicants for Michigan teaching certificates.

The Michigan Department of Education reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.

Michigan Teacher Preparation Institutions

Public Colleges and Universities

Central Michigan University
Mount Pleasant 48859
517/774-3079
<http://www.cmich.edu>

Eastern Michigan University
117 Boone Hall
Ypsilanti 48197
734/487-1414
<http://www.emich.edu>

Ferris State University
901 S. State Street
Big Rapids 49307 231/591-3516
<http://www.ferris.edu>

Grand Valley State University
1 Campus Drive
Allendale 49401 616/895-2091
<http://www.gvsu.edu>

Lake Superior State University
650 West Easterday
Sault Ste. Marie 49783
906/632-6841
<http://www.lssu.edu>

Michigan State University
East Lansing 48824-1034
517/355-1734
<http://www.msu.edu>

Michigan Technological University
1400 Townsend Drive
Houghton 49931
906/487-2460
<http://www.ed.mtu.edu>

Northern Michigan University
Marquette 49855
906/227-1000
<http://www.nmu.edu>

Oakland University
Rochester 48309-4401
248/370-3050
<http://www3.oakland.edu>

Saginaw Valley State University
7400 Bay Road
University Center 48710-0001
517/790-4000
<http://www.svsu.edu>

University of Michigan-Ann Arbor
610 East University, Room 1110
Ann Arbor 48109-1259
313/764-9470
<http://www.umich.edu>

University of Michigan-Dearborn
4901 Evergreen Road
Dearborn 48128-1491
313/593-5090
<http://www.umd.umich.edu>

University of Michigan-Flint
430 CROB Building
Flint 48502-1950
810/762-3260
<http://www.flint.umich.edu>

Wayne State University
441 Education Building
Detroit 48202-3489
313/577-1620
<http://wayne.edu>

Western Michigan University
1903 W. Michigan
Kalamazoo 49008
616/387-1000
<http://www.wmich.edu>

Independent Colleges and Universities

Adrian College
Adrian 49221
517/265-5161
<http://www.adrian.edu>

Albion College
Albion 49224
517/629-0228
<http://albion.edu>

Alma College
Alma 48801
517/463-7202
<http://www.alma.edu>

Andrews University
Berrien Springs 49104
616/471-7771
<http://www.andrews.edu>

Aquinas College
Grand Rapids 49506
616/459-8281
<http://www.aquinas.edu>

Calvin College
3201 Burton, SE
Grand Rapids 49546
616/957-6201
<http://www.calvin.edu>

Concordia University
4090 Geddes Road
Ann Arbor 48105
734/995-7392
<http://www.ccaa.edu>

Cornerstone University
1001 East Beltline Ave., NE
Grand Rapids 49505-5897
616/222-1537
<http://www.cornerstone.edu>

Hillsdale College
33 East College Street
Hillsdale 49242
517/437-7341
<http://www.hillsdale.edu>

Hope College
P.O. Box 9000
Holland 49422-9000
616/395-7740
<http://www.hope.edu>

Kalamazoo College
1220 Academy Street
Kalamazoo 49007
616/337-7033
<http://www.kzoo.edu>

Madonna University
36600 Schoolcraft Road
Livonia 48150
734/432-5300
<http://www.munet.edu>

Marygrove College
8425 W. McNichols Road
Detroit 48221-2599
313/927-1200
<http://marygrove.edu>

Oliver College
Oliver 49076 616/749-7000
<http://www.olivercollege.edu>

Siena Heights University
Adrian 49221-1796
517/263-0731
<http://www.sienahts.edu>

Spring Arbor University
Spring Arbor 49283
517/750-6229
<http://www.arbor.edu>

University of Detroit Mercy
P. O. Box 19900
Detroit 48219-0900
313/993-6301
<http://www.udmercy.edu>

Institutions with Preliminary Approval

The following Michigan institutions have received preliminary approval from the State Board of Education. This preliminary approval allows the institution to develop teacher preparation programs. Many institutions enter into partnership agreements with a fully approved institution so that candidates in a developing program may be recommended for certification by a mentoring institution.

Institution	Partner for Certificate Recommendation
University of Phoenix 4615 East Elwood Street Mail Stop 10-0061 Phoenix, AZ 85040	(This institution is not seeking approval to offer programs for initial certification.)
Finlandia University 601 Quincy Street Hancock, MI 49930	Concordia University
Rochester College 800 West Avon Road Rochester Hills, MI 48307	Madonna University
Baker College 1050 W. Bristol Road Flint, MI 48507	Madonna University
College for Creative Studies 201 East Kirby Detroit MI 48202	

Michigan Department of Education Endorsement Areas and Codes

July 2004

AX	COMMUNICATION ARTS		BILINGUAL EDUCATION (Con't.)		SPECIAL EDUCATION
BX	LANGUAGE ARTS				SA Cognitive Impairment
BA	English		YM Bilingual Vietnamese		SB Speech and Language Impairment
BC	Journalism		YN Bilingual Korean		SC Physical or Other Health Impairment
BD	Speech		YO Bilingual Servo-Croatian/Bosnian		SE Emotional Impairment
BT	Reading		YP Bilingual Chaldean		SK Visual Impairment
BR	Reading Specialist		YR Bilingual Chinese		SL Hearing Impairment
			YS Bilingual Filipino		SM Learning Disabilities
RX	SOCIAL STUDIES		YT Bilingual Japanese		SP Physical Education for Students with Disabilities
CA	Economics				SV Autism
CB	Geography		BUSINESS EDUCATION*¹		
CC	History		GQ Business, Management, Marketing, and Technology		TX TECHNOLOGY AND DESIGN
CD	Political Science		GM Marketing Education		
					ZA EARLY CHILDHOOD EDUCATION*⁴
SOCIAL SCIENCE*¹			HX AGRICULTURAL EDUCATION		
CE	Psychology				ZD MIDDLE SCHOOL*⁴
CF	Sociology				ZL MIDDLE LEVEL*⁴
CH	Anthropology		IX INDUSTRIAL TECHNOLOGY		
CL	Cultural Studies				ZG GENERAL EL K-5*⁴
CM	Behavioral Studies				
			JX MUSIC EDUCATION*⁵		
DX	SCIENCE*²		JQ MUSIC EDUCATION		
DI	INTEGRATED SCIENCE				CAREER AND TECHNICAL EDUCATION
DA	Biology		KH FAMILY AND CONSUMER SCIENCES		VH Vocational Family and Consumer Sciences
DC	Chemistry				<i>Vocational Natural Resources and Agriscience Pathway</i>
DE	Physics		LX ART EDUCATION*³		VA Vocational Agriscience
DH	Earth/Space Science		LQ VISUAL ARTS EDUCATION		<i>Vocational Business, Management, Marketing, and Technology Pathway</i>
DP	Physical Science		LZ VISUAL ARTS EDUCATION SPECIALIST		VB Vocational Business Services
EX	MATHEMATICS				VM Vocational Marketing Education
			MX HEALTH, PHYSICAL EDUCATION, AND RECREATION		VZ Vocational Hospitality
WORLD LANGUAGE			MA Health		<i>Vocational Health Sciences Pathway</i>
FA	French		MB Physical Education		VS Vocational Health Sciences
FB	German		MD Recreation		<i>Vocational Engineering, Manufacturing, Industrial & Technology Pathway/ Vocational Arts and Communication Pathway</i>
FC	Greek		MH Dance		VT Vocational Technical
FD	Latin				<i>Vocational Human Services Pathway</i>
FE	Russian		MISCELLANEOUS		VC Vocational Child Care
FF	Spanish		NB National Board Certification		VE Vocational Cosmetology
FG	Other		ND Library Media		VF Vocational Law Enforcement/ Fire Science
FH	Italian		NJ Environmental Studies		VG Vocational Teacher Cadet
FI	Polish		NP Educational Technology		
FJ	Hebrew		NR Computer Science		
FL	Japanese Language and Culture		NS English as a Second Language		
FR	Chinese Language and Culture		NT Guidance and Counseling		
BILINGUAL EDUCATION					
YA	Bilingual French		OX FINE ARTS		
YB	Bilingual German		PX HUMANITIES		
YC	Bilingual Greek		PR Academic Study of Religions		
YE	Bilingual Russian		PS Philosophy		
YF	Bilingual Spanish				
YH	Bilingual Italian				
YI	Bilingual Polish				
YJ	Bilingual Hebrew				
YK	Bilingual Arabic				
YL	Bilingual Other				

*¹ Endorsements for the Social Science group (formerly CX), or for the Business Education group (formerly GX) are no longer program options.

*² The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.

*³ The LX endorsement may not be offered to new candidates after the fall semester of the 2002-2003 academic year.

*⁴ The "Z" codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education. They do not appear on a teaching certificate.

*⁵ The JX endorsement may not be offered to new candidates after the fall semester of the 2006-2007 academic year.

No Child Left Behind (NCLB) Requirements for Highly Qualified Teachers

The No Child Left Behind Act of 2001 requires that all teachers of core academic subjects be highly qualified. Core academic subjects include English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography (NCLB Section 9101).

Timeline for Compliance

The timeline for meeting this requirement is contingent upon two elements: 1) the date of employment; and 2) whether the teacher is working in a program supported by **Title I funds (targeted assistance or schoolwide)**.

NEW HIRE: TITLE I PROGRAM

- If hired **after** the first day of school in the 2002-03 school year and working in a program supported with Title I funds (schoolwide or targeted assistance), **the teacher must meet the requirements as a condition of employment.**
-

NEW HIRE: NON-TITLE I PROGRAM/BUILDING

- If hired **after** the first day of school in the 2002-03 school year and **NOT** working in a program supported with Title I funds (schoolwide or targeted assistance), **the teacher must meet the requirements by the end of the 2005-06 school year.**
-

EXPERIENCED TEACHERS: TITLE I PROGRAMS AND ALL OTHERS

- If hired **before** the first day of school in the 2002-03 school year, **the teacher must meet the requirements by the end of the 2005-06 school year**, regardless of whether working in a program supported by Title I funds or not.

Note:

1. The first day of school is defined as the first day of school that students report per the district school calendar.
2. New teachers trained at an approved Michigan teacher preparation institution will meet the definition of highly qualified because they are required to take and pass the Michigan Test for Teacher Certification (MTTC) basic skills test and appropriate subject area examinations.

No Child Left Behind Act—Highly Qualified Teacher

The No Child Left Behind Act (NCLBA) places requirements on public schools to employ only highly qualified teachers in instructional positions to teach the core academic subjects. NCLB defines the core academics as follows: English, reading, language arts, mathematics, science, history, geography, civics and government, economics, arts, and foreign languages. In doing so, the Act categorizes teachers as either new to the profession or teachers not new to the profession, and has different expectations for employment as well as timelines for compliance for these two groups.

Teachers new to the profession are those teachers who have not obtained state certification prior to 2002. For these teachers they must meet the definition of a highly qualified teacher at the time of initial employment. A new teacher may be considered highly qualified with an earned bachelor's degree and after taking and passing all appropriate certification tests to obtain state certification. A new Michigan teacher with elementary certification should be considered highly qualified at the time of employment as a result of having completed an approved teacher preparation program including any appropriate testing. The new teacher is highly qualified for any assignment K-5.

Secondary teachers new to the profession may be considered highly qualified for any assignment within the validity of the teaching certificate. The highly qualified teacher designation for the new secondary teacher is the result of being required to complete a preparation program and having taken and passed the appropriate teacher certification tests as a condition for issuance of a teaching certificate. The secondary teacher may not be considered highly qualified for any assignment for which the teacher does not hold the appropriate teaching certificate with endorsements.

A teacher not new to the profession, certified before 2002, is required to demonstrate competence as a highly qualified teacher by the end of the 2005-2006 school year in order to be assigned to teach a core academic subject at the beginning of the next academic year. For the elementary teacher who is not new to the profession, the completion of an elementary teacher preparation program at an approved institution is considered evidence of the demonstration of competence and the teacher is designated as highly qualified for any K-5 teaching assignment. A teacher who does not hold a valid Michigan elementary teaching certificate or an endorsement to a valid certificate as an elementary teacher may not be considered to be highly qualified. An elementary teacher assigned to teach in a departmentalized middle school must meet the specific core academic subject requirements.

The NCLB provides several means for a secondary certified teacher to demonstrate competence. These include having earned an academic major in the core subject or have earned the equivalent semester credits to an academic major. An academic major requires the successful completion of 30 semester credits in a specific subject. The teacher not new to the profession may also demonstrate competence by having earned a master's degree or higher in a core subject. Michigan also recognizes a master's degree in a program that supports the teaching of an academic subject where a connection may be

made between the master's program and the teacher's deeper understanding of the subject matter. NCLB recognizes a teacher earning National Board Certification as a demonstration of competence by the teacher for a subject area or grade level.

The No Child Left Behind Act allows individual states to set high objective uniform state standards of evaluation as a process for teachers not new to the profession to demonstrate competence. The State Board of Education used the opportunity on April 24, 2003 to establish Michigan high objective uniform standards of evaluation (HOUSE) as options for teachers to demonstrate competence. The state board approved three HOUSE options, these include the following:

1. Since the issuance of the provisional certificate the teacher has earned an additional 18 semester credits in a planned program from an approved teacher preparation program which can be shown to support the deeper understanding of the core academic subject the teacher teaches. A connection between the earning of semester credit and a deeper understanding of the subject is best made where the teacher was assigned to teach the subject at the time the semester credit was earned.
2. The teacher has at least 3 years of teaching experience and since April 24, 2003 has engaged in 90 contact hours of professional development in the core academic subject or has taken and passed an additional 6 semester credits in the core academic subject.
3. The teacher may submit a professional portfolio as evidence for the demonstration of competence in a specific subject. The professional portfolio must address the years of experience teaching the subject; semester credit taken in the core academic subject; professional development engaged in during the past 5 years focused on the teaching of the core subject; evidence of service to the teaching of the core subject. Under this option teachers are also allowed to elect a classroom observation conducted by a trained observer as a demonstration of competence.

The NCLB requires a school that receives Title I funds to provide individual written notification to parents when students are taught for more than four weeks by a teacher who has not yet been designated a highly qualified teacher. This applies only to core academic teachers in Title I buildings. The requirement first went into effect at the beginning of the 2002-2003 school-year. Districts are also required to report once a year to the public the number of core academic classes taught by highly qualified teachers as well as the number of classes taught by teachers not designated as highly qualified.

MICHIGAN DEPARTMENT OF EDUCATION NO CHILD LEFT BEHIND FLEXIBILITY UPDATE

The United States Department of Education (USDOE) released additional No Child Left Behind (NCLB) flexibility guidelines for highly qualified teachers on March 15, 2004. Michigan has been diligently working to implement the various provisions of NCLB by the 2005-06 deadline. The new flexibility will allow Michigan to expand the number of teachers who will now meet the NCLB highly qualified requirements without additional coursework or testing.

NEW FLEXIBILITY

I. Rural Teachers

Approximately one-third—or almost 5,000—of all school districts in the United States are considered rural. As USDOE officials have traveled the country listening to teachers and state and district officials, they frequently have heard that the highly qualified teacher provisions of the No Child Left Behind law don't adequately accommodate the special challenges faced by teachers in small, rural districts. Often, the teachers in these areas are required to teach more than one academic subject. This new flexibility is designed to recognize this challenge and provide additional time for these teachers to prove that they are highly qualified.

- Under this new policy teachers in eligible, rural districts who are highly qualified in at least one of the subjects that they are assigned to teach will have three years from now (until June 30, 2007) to become highly qualified in the additional subjects they teach. They must also be provided professional development, intense supervision or structured mentoring to become highly qualified in those additional subjects. Eligible rural districts are those that have 600 or less average daily student enrollment or 10 or less persons per square mile **and** have either a U.S. census designation of category 7 or 8.
- Eligible rural teachers may also use the High Objective State-Standard of Evaluation (HOUSSE) options such as the content portfolio to demonstrate that they are highly qualified in other subjects that they are assigned to teach. This flexibility also applies to teachers who are new to the profession who are employed by eligible rural schools/districts.

II. Science Teachers

Science teachers, like rural teachers, are often needed to teach in more than one field of science. In science, where demand for teachers is so high, the USDOE is issuing additional flexibility for teachers to demonstrate that they are highly qualified.

- Now, states may determine—based on their current certification requirements—to allow science teachers to demonstrate that they are highly qualified in “broad field” science or individual fields of science (such as physics, biology, chemistry, or earth/space science).

- The MDE has determined that middle school and high school experienced/veteran and new teachers who hold the Science (DX) or the new Integrated Science (DI) endorsement based on having completed a major meet the NCLB highly qualified designation for each of the individual subjects covered by the endorsement. Those teachers who hold either endorsement based on having completed **a minor and have passed the Michigan Test for Teacher Certification (MTTC)** general science subject area examination are also considered highly qualified under NCLB. Those teachers who hold the science endorsement based on having completed a minor, **but were not required to pass the MTTC general science test**, may take the MTTC test or use one of the NCLB or HOUSSE options for demonstrating that they are highly qualified to teach the science classes to which they are assigned.
- It is **inappropriate** to assign a teacher with an individual science subject endorsement such as chemistry, or biology to teach a general science class. Only a teacher with the general science (DX or DI) endorsement can be assigned to teach a general science class or course.

III. Social Studies

Social studies teachers in Michigan either have the newer Social Studies (RX) or Social Science (CX) endorsement. The Social Studies endorsement program replaced the Social Science endorsement program in 1995 with revised standards and is limited to four core academic subjects (history, geography, economics, and political science/government/civics).

- The MDE has determined that middle and high school experienced/veteran and new teachers who hold the Social Studies (RX) endorsement based on having completed a major or minor meet the NCLB highly qualified designation for each of the individual subjects covered by that endorsement (these teachers are required to pass the MTTC social studies examination prior to certification/endorsement). Those teachers who hold the Social Science (CX) endorsement based on having completed a major, which included content coursework in history, geography, political science and economics are also highly qualified to teach in each of the subjects covered by that endorsement.
- Teachers who hold the social science (CX) endorsement based on having completed a minor must use one of the NCLB or HOUSSE options for demonstrating that they are highly qualified to teach the social science/social studies classes to which they are assigned.
- It is **inappropriate** to assign a teacher with an individual social studies or social science subject endorsement such as history, or geography to teach a general social studies class. Only a teacher with the social studies (RX) or social science (CX) endorsement can be assigned to teach a general social studies class or course.

ADDITIONAL CLARIFICATION FROM THE MDE

Special Education

A middle or high school special education teacher who is appropriately certificated for his/her special education assignment and responsible for direct instruction in any of the core academic subjects may be considered highly qualified if he/she has taken and passed the MTTC general elementary education examination. Successful passage of the general elementary education examination provides the teacher an opportunity to demonstrate competence based on the academic content and achievement level of the special population served by the teacher. Current special education teachers with a secondary teaching certificate may also use the HOUSSE options to demonstrate competence as a special education teacher.

The special education teacher “new to the profession” who has taken and passed the MTTC general elementary education examination, in addition to other required endorsement examinations, may be considered to be highly qualified for an all subjects special education classroom assignment.

Elementary Teachers

All Michigan elementary certificated teachers (grades K-5) are considered highly qualified because of the rigor of the elementary programs offered by Michigan teacher preparation institutions. These programs are the equivalent of an academic major in elementary education.

Master’s Degrees that may be Used to Meet Highly Qualified Requirements

The Master of Arts in Teaching (MAT), the Master of Arts in Curriculum and Instruction, Elementary Education, Secondary Education, Master’s in Educational Technology, or a master’s degree in the specific content area are appropriate for demonstrating that the teacher is highly qualified to teach the subjects to which he/she is assigned.

Master’s Degrees that may not be Used to Meet Highly Qualified Requirements

Master’s degrees in educational psychology, psychology, counseling, educational leadership/administration or other non-educational/content related degrees are not appropriate for meeting NCLB highly qualified requirements.

English as a Second Language (ESL) and Bilingual Education

In accordance with NCLB teachers of English language learners who provide instruction in core academic subjects must meet highly qualified requirements. In addition, teachers of English language learners who teach in instructional programs funded under ESEA Title III must be fluent in English and any other language in which they provide instruction, including having written and oral communication skills. These teachers must

also hold the appropriate endorsement on their Michigan teaching certificates in either ESL or Bi-Lingual education.

Middle Schools

A current middle school teacher assigned to teach a core academic subject based on a K-8 (all subjects) or 7-8 (all subjects) designation on his/her teaching certificate may use one of the NCLB provisions/options for demonstrating that he/she is highly qualified:

1. Take the MTTC subject area examination, or
2. Complete coursework that would be the equivalent of a major in the subject,
or
3. Complete an advanced degree with a major in the subject area, or
4. Achieve National Board certification in appropriate subject and grade ranges,
or
5. Meet one of Michigan's HOUSSE options

Middle School Team Teaching

Middle school teachers who are assigned to team teach can only teach subjects in which they hold an endorsement on their teaching certificate and meet NCLB highly qualified requirements.

3/30/04

MTTC 2004-2005 Registration Schedule

TEST DATE (Saturday)	REGULAR REGISTRATION DEADLINE RECEIPT date for registration via the Internet POSTMARK date for registration by mail	LATE REGISTRATION DEADLINE RECEIPT date for registration via the Internet and by mail.	EMERGENCY REGISTRATION PERIOD		SCORE REPORT MAILING DATE
			Via the Internet Begins at 5 p.m. Eastern time	By Telephone Call 413-256-2876 9 a.m. to 5 p.m. Monday-Friday, excluding holidays	
Oct. 16, 2004	Sept. 10, 2004	Sept. 24, 2004	Sept. 24-Oct. 8, 2004	Sept. 27-Oct. 8, 2004	Nov. 12, 2004
Jan. 8, 2005	Nov. 26, 2004	Dec. 17, 2004	Dec. 17-31, 2004	Dec. 20-31, 2004	Feb. 4, 2005
Apr. 2, 2005	Feb. 18, 2005	March 11, 2005	Mar. 11-25, 2005	Mar. 14-25, 2005	Apr. 29, 2005
July 9, 2005	May 27, 2005	June 17, 2005	June 17-July 1, 2005	June 20-July 1, 2005	Aug. 5, 2005

NATIONAL EVALUATION SYSTEMS, INC.
P.O. BOX 660
AMHERST, MA 01004-9001
www.mttc.nesinc.com

TELEPHONE: (413) 256-2876 9 a.m.-5 p.m.
 Eastern time (Monday-Friday, excluding holidays)
(800) 823-9225 (Automated Information System
 available 24 hours daily
 Telecommunications Device for the Deaf (TDD):
(413) 256-8032

Online registration with a credit card payment option: www.mttc.nesinc.com

Guidelines for Foreign Applicants

For applicants from other countries, a course-by-course evaluation of the transcript, including those in English, indicating the conversion of credits to U.S. equivalencies must be provided by one of the following recognized services:

Int'l. Ed. Research Foundation, Inc.
 P.O. Box 66940
 Los Angeles, CA 90066
 Telephone: 310-397-6276
 Fax: 310-397-7686
 e-mail: IERF.CERF.NET

World Ed. Services, Inc.
 P.O. Box 11623
 Chicago, IL 60611-0623
 Telephone: 800-937-3898
 Fax: 312-222-1217
 e-mail: INFO@WES.ORG

Educational Credential Evaluators, Inc.
 P.O. Box 92970
 Milwaukee, WI 53202
 Telephone: 414-289-3400
 Fax: 414-289-3411
 e-mail: VAL@ECE-HOST.MHS.COMPUSEV.COM

CERTIFICATION FOR CAREER AND TECHNICAL (VOCATIONAL) EDUCATION TEACHERS

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) for the education of students as a vocational/occupational/wage earning program specifically designed to prepare students for employment in an occupational area.

Temporary Vocational Authorization (TVA)

- Allows the holder to teach in state reimbursed and approved, vocational education classroom in the occupational area(s) in which he or she is endorsed.

TVA Requirements

- Bachelor's degree
- Completion of an approved program (may include a major or minor) in an occupational area
- Two years (4,000) hours of recent and relevant work experience in an occupational area

Occupational Education Certificate Requirements

- Completion of 10 semester hours of vocational education credit from an approved teacher preparation institution or completion of a master's degree.
- Completion of three years of successful experience within the validity of the TVA

Annual Vocational Authorization (AVA)

- Issued to district when appropriately certificated vocational education teacher is not available
- Valid for one year; may be renewed without posting the position for up to eight years; teacher must be annually completing coursework towards certification
- If the district/school cannot find a person with a TVA to teach in the specific occupational area, the district may apply for an Annual Vocational Authorization for an individual who may or may not hold a bachelor's degree, but must have at least two years of recent work experience in this occupational area in which he or she will be assigned to teach.

NONCERTIFIED/NONENDORSED TEACHERS

Part 4, State Special Permits, of the *Administrative Rules Governing the Certification of Michigan Teachers* authorizes the issuance of teacher permits to a school district or school that cannot find an appropriately certified teacher to fill a vacancy or for day-to-day substitute teaching assignments. Permits are valid only for the school year for which they are approved and expire on June 30.

The Substitute Permit

This permit (also known as the **150-day permit**), authorizes a school district/school to employ a person who does not hold a valid Michigan teaching certificate, or one valid for the teaching assignment, as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent. The substitute permit **is not valid for any regular or extended teaching assignment**. Qualifications: 1) **completion of 90 semester hours of satisfactory credit**; 2) the credit must be consolidated at one four-year, regionally accredited college or university.

The Full-Year Permit (R390.1142)

This permit authorizes a school district/school to employ a person who is not appropriately certified in a regular or extended teaching assignment. Qualifications: 1) **completion of a minimum of 120 semester hours of satisfactory credit, including 15 semester hours of professional education credit**, from an approved teacher preparation institution; 2) it must also be **verified that an appropriately certified teacher was not available for the assignment**.

The Emergency Permit (R390.1145)

This permit authorizes a school district/school to employ a person who is not appropriately certified or who does not meet the requirements for a full-year permit in a regular or extended teaching assignment. It is issued only in **emergency situations when the lack of a teacher will deprive students of an education**. Qualifications: 1) **completion of a baccalaureate or higher degree** at a regionally or nationally accredited college or university; **OR current enrollment AND completion of at least 90 semester hours in an approved teacher preparation program**; 2) **the district/school must verify that an appropriately certified teacher OR a person who meets the requirements for a full-year permit is NOT available for the teaching assignment identified as an “emergency” situation**.

Section 1233b Permit

Section 1233b of Public Act 289 (1995) **authorizes the employment of a noncertificated, nonendorsed teacher in the subject areas of COMPUTER SCIENCE, FOREIGN LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY, ENGINEERING, PHYSICS, and ROBOTICS**, in grades 9-12. However, the district/school must obtain a permit for compliance.

To qualify for a permit under this provision, the **candidate must:**

- Possess an earned **bachelor's degree** from an accredited postsecondary institution.
- Have a **major or graduate degree** in the field of specialization in which he or she will teach.
- Have, in the five-year period immediately preceding the date of hire, **not less than two years of occupational experience** in the field of specialization in which he or she will teach. Those who will teach in the area of foreign language are exempt from this requirement.
- In addition, the school district/school must verify that it has posted and advertised the position and was unable to find an appropriately certified teacher for the assignment.

The above conditions may be waived if the individual is continually enrolled and completing credit in a teacher preparation program and, by the second year of teaching, the teacher has passed the appropriate Michigan test for teacher certification.

The Michigan Department of Education is required by the No Child Left Behind Act (NCLB) to annually reduce the number of teachers who have not been identified as highly qualified teachers. Toward this end, the Department will limit the number and types of emergency permits issued per year by reducing the previous year's total permits by 30 percent beginning September 2003. If a district employs a teacher under a full-year permit and that teacher is enrolled in a teacher preparation program and demonstrating adequate academic progress toward certification, the teacher must be provided a mentor and supervised by a university/faculty member in order to be considered highly qualified under NCLB. Completion of the certification program must not take longer than three years.

PROFESSIONAL SCHOOL SUPPORT PERSONNEL

In Michigan, School Guidance Counselors are issued the following credentials:

School Guidance Counselor Endorsement

Is available as an additional endorsement (grades K-12) to those who hold a valid teaching certificate. It is added to either an elementary or secondary teaching certificate following the completion of an approved school counselor preparation program offered by a teacher preparation institution and by passing the Guidance Counselor subject area exam of the Michigan Test for Teacher Certification (MTTC).

Preliminary Employment Authorization for School Guidance Counselor

Is available to a candidate of a Michigan teacher preparation institution who has completed 34 semester hours of course work in an approved school guidance counseling program and has passed the Guidance Counselor subject area exam on the MTTC. This authorization is valid for three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement or School Counselor License.

School Counselor License

Is issued to an in-state or out-of-state candidate under the provisions of 1233(2)(b)(i) of the Revised School Code. Eligible candidates must:

- hold a master's or higher degree awarded after completion of an approved School Counselor Education program that includes at least all skills and content areas or their equivalent required by Michigan law.
- has successfully completed the Michigan Test for Teacher Certification Guidance Counselor examination; **and** is recommended by an approved School Counselor Education program.

Under the provisions of 1233(2)(c)(i), the license will be issued to out-of-state candidates who have at least 5 years of successful experience serving in a school counseling role within the immediately preceding 7-year period; successfully passed the MTTC guidance counselor examination, and hold either a bachelor of science or bachelor of arts degree, and can provide a copy of the credential or approval document required by the state to serve in the school counseling role in which the counseling experience is documented.

This license is valid for 5 years and is renewable via the completion of 6 semester credit hours or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester credit hour).

Temporary School Counselor Authorization

Is issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. Application is made directly to the Michigan Department of Education.

For information regarding PA 288 regarding school guidance counselors, please contact Beatrice M. Harrison at 517-241-0046.

SCHOOL PSYCHOLOGIST CREDENTIALS

Initial School Psychologist Certificate

A Preliminary School Psychologist certificate is issued upon completion of an approved school psychologist program offered at an approved teacher preparation institution. This certificate is valid for a period of three years, during which the holder is expected to gain experience as a practicing professional and to complete all academic training program requirements. It may be renewed only once for an additional three years upon completion of not less than six semester hours of credit pertinent to school psychology, earned at an approved preparation institution.

Advanced School Psychologist Certificate

A School Psychologist certificate is issued upon the completion of supervised work experience requirement and additional academic study. It is valid for five years and must be renewed upon completion of not less than six semester hours of credit from an approved institution or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two.

For more information regarding School Psychologist certification, please contact Rosheeda I. Whittorne at (517) 241-2200.

PARAPROFESSIONAL SCHOOL SUPPORT PERSONNEL

Any paraprofessional hired by the local education agency after January 8, 2002, and working in a Title I, Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

1. Have completed at least 2 years of study at an institution of higher education; or
2. Have obtained an associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
 - a. Knowledge of, and the ability to assist in, instructing, reading, writing, and mathematics; or
 - b. Knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

The State Board of Education has approved the use of the Michigan Test for Teacher Certification (MTTC) Basic Skills test and the ACT Work Keys Assessment for qualifying paraprofessionals.

For more information, contact Krista Ried at (517) 373-0699.

Where Can I Take the WorkKeys Assessment Tests?

You can take the WorkKeys tests at any of these Michigan WorkKeys Service Centers. Call for testing times and fee information.

Joel Rodrigues
Lenawee ISD Vo-Tech Center
2345 N. Adrian Hwy
Adrian, MI 49221
(517) 265-1656

Chuck Wiesen
Alpena Community College
666 Johnson St.
Alpena, MI 49707
(989) 356-9021 ext. 235

Karen Cross
Washtenaw Community College
Ann Arbor, MI
(734) 766-5018

Nancy Obey
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017
(616) 965-4135

Robert Harrison
M-TEC at Lake Michigan College
400 Klock Rd.
Benton Harbor, MI 49022
(616) 926-4086

Sheryl Hayden
Glen Oaks Community College
62249 Shimmel Rd.
Centreville, MI 49032
(616) 467-9945 ext. 296

Gail Conte
Henry Ford Community College
5101 Evergreen Rd.
Dearborn, MI 48128
(313) 845-9652

Mary Smith
Wayne County Community College
Detroit, MI
(313) 496-2542
Mail: Cynthia Craft
WCCC
Workforce and Economic Dev.
801 West Fort St.
Detroit, MI 48226

Paul Mulka
Michigan Career & Technical Inst.
1161 F.W. Pine Lake Rd
Plainwell, MI 49080
(616) 664-9204

Brady Nelson
Bay De Noc Community College
2001 North Lincoln Rd.
Escanaba, MI 49829
(906) 786-5802

Chuck Thiel
Wott Community College
Flint, MI
(810) 232-8915

Ed Haynor
Jewaygo County
Career Tech Center
Premont, MI
(231) 924-8826

Mauricio Jimenez
Grand Rapids Community College
Grand Rapids, MI
(616) 234-4134
Mail: Karen Demchuk
IRCC
51 Fountain NE
Grand Rapids, MI 49503

Cindy Armstrong
Kent Career/Technical Center
1655 East Beltline, NE
Grand Rapids, MI 49525
(616) 365-2257

Karen Archambault
Mid Michigan Community College
1375 S. Clare Ave.
Harrison, MI 48625
(989) 386-6622

Lucy Welch
Thompson M-TEC
6364 136th Ave. Pvt.
Holland, MI 49424
(616) 738-8935 ext. 4202

Stephanie Murphy
Gogebic Community College
E4946 Jackson Rd.
Ironwood, MI 49938
(906) 932-4231 ext. 213

Shelley Kaye
Oakland Community College
2900 Featherstone
Auburn Hills, MI 48326
(248) 232-4174

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(517) 796-8450
Mail: Debra Beldon
Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Paul Aivars
M-TEC @ Kalamazoo Valley CC
7107 Elm Valley Dr.
Kalamazoo, MI 49003
(616) 353-1253

Robert Bouck
Lansing Community College
315 N. Grand Ave.
Lansing, MI 48903
(517) 483-1539

Denise Sigworth
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Livonia, MI
(734) 462-4454

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2110 S. Cedar St.
Lansing, MI 48910
(517) 492-5588
Stephanie Marin
(517) 492-5586

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Monroe Community College
1555 S. Raisinville Rd.
Monroe, MI 48161
(734) 242-7300

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221 s. Quarterline Rd.
Muskegon, MI 49442
(231) 777-0217

Jami Blaauw Hara
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1515 Howard St.
Petoskey, MI 49770
(231) 348-6614

Doreen MacDonald
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Port Huron, MI
(810) 989-5758

Katherine Nemeth
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Roscommon, MI
(989) 275-5000 ext. 239

Danny Herman
Montcalm Community College
2800 College Dr.
Sidney, MI 48885
(989) 328-1264
Leslie Ann Wood and Julie
Kavanaugh

Ann Thomason
ACT Center/Macomb CC
7900 Tank Ave., Rm 114
Warren, MI 48092
(586) 498-4118

Wayne Laviolette
Jewish Vocational Services
29699 Southfield Rd.
Southfield, MI 48076
(248) 559-5000 ext. 262

Deborah Strohaber
JCC/MichiganWorks!
Service Center
Hillsdale, MI
(517) 796-8450
Mail: Debra Beldon
Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Julie Walker
Saginaw Career Complex
2102 Weiss St.
Saginaw, MI 48602
(989) 797-4840
Kickham Kathy

Scott Conant
Allegan Area Tech Center
2891 116th Ave.
Allegan, MI 49010-9004
(616) 673-2161

Gordon Grimm
Northwestern Community College
1701 E. Front St.
Traverse City, MI 49686
(231) 995-1120
Deb Vogel
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Traverse City, MI 49686

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Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Tom Julien
Downriver Community Conference
15100 Northline
Southgate, MI 48195
(734) 362-3481

Ross Kissel
West Shore Community
College
3000 N. Stiles Rd
Scottville, MI 49454
(231) 845-6211 ext. 3503

Ellen Waxman
Delta Community College
Assessment/Testing, D-101
1961 Delta Rd.
University Center, MI 48710
(989) 686-9532

Lisa Sundaram
Detroit's Work Place
455 W. Fort Street, 5th Floor
Detroit, MI 48226
(313) 962-9675

Diane Peters
Capitol Area MichiganWorks!
Service Center/
Eaton County ISD
Charlotte, MI
(517) 543-5278 ext. 2638

Deb Doyle
Michigan Works!
Job Force Board
2950 College Ave.
Escanaba, MI 49829
(906) 789-WorkKeys
Brochure Only

Deb Vogel
Northwest Michigan Works!
1209 S. Garfield Suite C
Traverse City 49686
(231) 922-3700
1-800-442-1074

Brenda Everingham
South Central Michigan Works!
1040 S. Winter St., Suite 3010
Adrian, MI 49221
(517) 266-5627

SCHOOL ADMINISTRATOR CONTINUING EDUCATION AUDITS

Effective July 1, 1996, Section 1536 of the Revised School Code (Act 289 of the Public Acts of 1995), authorization for the issuance and renewal of a school administrator certificate, was repealed. However, Rule 380.1201 mandates all current school administrators employed in your district/school as superintendent, principal, assistant principal, chief business official, or whose primary responsibility is administering instructional programs comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing education requirements. Public Act 148 which became effective June 15, 2004, alleviates the continuing education requirement be considered for employability. After July 1, 1999, a person employed as a school administrator must complete, within each 5-calendar-year period, a minimum of 6 semester credit hours at a State Board-approved institution or 18 State Board-Continuing Education Units (SB-CEUs), or a combination of both (3 SB-CEUs are equivalent to 1 semester credit hour).

June 30, 2004, concludes the 5-year time period for school administrator continuing education requirement compliance that began as of July 1, 1999. It will also mark the first time that the OPPS will conduct a school administrator continuing education requirement audit. As of July 1, 2004, a random selection process will be used to identify individuals whose continuing education records/transcripts will be audited. School administrators who cannot document the acquisition of credits and/or units listed on the "Record of Continuing Education Credits for School Administrators" form will be considered in violation of Rule 380.1201 and, therefore, ineligible for continuing employment in that position.

For further assistance regarding specific planned audits or the monitoring of the School Administrator certificate continuing education requirement for employment, please contact Rosheeda I. Whitthorne, Higher Education Consultant, at 517-241-2200.

AUTHORITY: Section 1246, Public Act 289 of 1995.

COMPLETION: Voluntary.

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to Rosheeda Whitthorne at (517) 335-0580.

RECORD OF CONTINUING EDUCATION CREDITS FOR SCHOOL ADMINISTRATORS

GENERAL INSTRUCTIONS:

Beginning July 1, 1999, this form should be completed by each administrator employed by a school district, public school academy, or intermediate school district in Michigan who must comply with Rule 380.1201 (see below).

- This form is a worksheet to be completed, signed upon verification, and retained by the school district.
DO NOT return this form to the Michigan Department of Education unless requested to do so.

AUTHORITY: Section 1246 of Public Act 289 of 1995 states:

...A school district shall not employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person has completed the continuing education requirements prescribed by state board rule....

ADMINISTRATIVE RULE: (By authority conferred on the state board of education by section 1246 of Act No.451 of the Public Acts of 1976, as amended, being Section 380.1246 of the Michigan Compiled Laws.)

R380.1201 School Administrator continuing education requirement states:

Beginning July 1, 1999, a school district, public school academy, or intermediate school district shall not employ a person who has not completed, within a 5-calendar-year period before July 1, 1999, either a minimum of 1 semester hour of credit at a state board-approved institution or 3 state board-continuing education units (SB-CEUs). A person who holds a Michigan administrator certificate that is valid through 6/30/1999, is exempted from this requirement. After July 1, 1999, or upon expiration of the administrator certificate, a person employed as a school administrator shall have completed, within each 5-calendar-year period, a minimum of 6 semester hour credits at a state board-approved institution or 18 state board-continuing education units, or a combination of both.

THIS SECTION TO BE COMPLETED BY EMPLOYING SCHOOL DISTRICT

NAME OF ADMINISTRATOR: _____ (please type or print)

SOCIAL SECURITY NUMBER: _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: _____

☐ Holds a Michigan Administrator certificate with expiration date of: _____

☐ Does not hold a valid Michigan Administrator certificate.

SUPERVISOR NAME: _____ (please type or print)

SIGNATURE OF SUPERVISOR: _____

SUPERVISOR'S TITLE: _____

DATE: _____

THIS SECTION TO BE COMPLETED BY EMPLOYED ADMINISTRATOR

NOTE: If a combination of SB-CEUs and semester hours are reported, the table below may be used to calculate the completion of continuing education requirements.

NUMBER OF SEMESTER HOURS COMPLETED	BALANCE NEEDED IN SB-CEUs
6 hours	0 SB-CEUs
5	3
4	6
3	9
2	12
1	15
0	18

In the spaces below, please provide complete information on the SEMESTER credit hours earned to satisfy the continuing education requirement. **PLEASE TYPE OR PRINT.**

NUMBER AND TITLE OF COURSE	NO. OF SEMESTER CREDIT HRS.	NAME OF COLLEGE/UNIVERSITY (and address if out-of-state)	MM/DD/YY OF COMPLETION
TOTAL NO. OF SEMESTER HOURS EARNED:			

In the spaces below, please provide complete information on the SB-CEUs earned to satisfy the continuing education requirement. This page may be duplicated if needed. **PLEASE TYPE OR PRINT.**

TITLE OF SB-CEU PROGRAM	APPROVAL NUMBER OF SB-CEU PROGRAM <i>This must be completed.</i>	NO. OF SB- CEUs EARNED	SPONSORING AGENCY OF SB-CEU PROGRAM	MM/DD/YY ENDING DATE (MM/DD/YY) OF PROGRAM
TOTAL NO. OF SB-CEUs:				

ADVISORY: In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal offense to use or attempt to use a college, university or State Board of Education Continuing Education Unit transcript that is fraudulently obtained, forged, or other fraudulent credentials for this purpose.

PROFESSIONAL STANDARDS AND PRACTICES

Very Brief Overview of Criminal Records Check Requirements for School Districts

- Public Act 99 of 1992 - Required school districts to conduct a criminal records (fingerprint) check through the Michigan State Police prior to employing a teacher, administrator, substitute teacher, school nurse, school psychologist, or other certified/(SBE approved) personnel. (There is a \$30 fee.)
- Public Act 68 of 1993 - Allowed school districts to “conditionally employ” a teacher, administrator, substitute teacher, school nurse or school psychologist until the criminal records check (fingerprint).
- Requires the State Police to respond within 30 days.
- Allows the school district to share the results of a criminal records check with another school or school district, if they have the written approval of the applicant.
- Public Act 144 of 1994 - This act identifies additional types of convictions that school districts are required to report to the State Board of Education.
- Public Act 83 of 1995 - This act adds the requirement that in addition to a state criminal records (fingerprint) check, new teachers, administrators, substitutes, etc. have a federal criminal records (fingerprint) check. (There is a \$24 fee.)
- Public Act 96 of 1995 - This act specifies a criminal misdemeanor penalty for anyone attempting to gain employment as a teacher, school administrator, etc. by using a certificate/approval that has been suspended, surrendered, revoked, nullified, fraudulently obtained, altered, forged, or that belongs to another person.
- Public Act 97 of 1995 - This act requires the superintendent, chief administrative officer of a nonpublic school, or the president of a school board of a public or nonpublic school to notify the State Board of Education of a certified teacher, school administrator, school counselor, etc. who has been convicted of any felony or certain misdemeanors as described in the act.

PROFESSIONAL PRACTICES

CRIMINAL RECORDS CHECK FOR EMPLOYMENT:

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a State Police and Federal Bureau of Investigation criminal records check for all new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been requested and the individual has signed an oath regarding their conviction status.

A person may be employed prior to a criminal records check because Public Act 68 of 1993 allows for the **conditional employment** of a teacher, school administrator, school psychologist or other personnel required to have State Board of Education certification or approval, **provided a criminal records check has been requested by the employing school district**. In addition, each new employee **must be required** to sign a statement indicating whether or not they have been previously convicted of a criminal offense. As identified on the enclosed form, standard language for this statement has been approved by the Michigan Office of the Attorney General. Any deviation from the standard language is not acceptable for this purpose. A criminal records check **includes** misdemeanors, felony arrests and convictions. New employees will not be required to list civil infractions such as minor traffic violations. A civil infraction does not require a person to be fingerprinted. It is recommended that the oath statement be placed on your school district's letterhead. This form is to be retained by the local district and **is not to be forwarded** to the Department of Education.

CRIMINAL RECORDS CHECKS OF SUBSTITUTE TEACHERS:

Newly hired substitute teachers are required to have a criminal records check. If a person is a substitute teacher in another district and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other district verifies the conviction status with the district.

CRIMINAL RECORDS CHECKS OF OUT-OF-STATE GRADUATES OR CERTIFIED TEACHERS:

If a district employs an out-of-state graduate or holder of a teaching certificate from out of state, it is still required to conduct a Michigan criminal records check. This is because it is possible that this individual could have been convicted in the state of Michigan. If a district wishes to conduct an out-of-state criminal records check of a prospective employee, it would be necessary to contact the appropriate law enforcement agency for that state.

PROCEDURES FOR OBTAINING A CRIMINAL RECORDS CHECK:

Criminal records checks may be obtained as follows:

- Prospective employees may be advised by the district to contact a local law enforcement agency to be fingerprinted, or the school district may choose to fingerprint the prospective employee.

- In either case, the district/school will be required to submit to the Michigan Department of State Police a completed fingerprint card and a fee payment of \$54 for the applicant. School districts should verify that the information reported on the fingerprint card is accurate and complete for each individual they intend to employ.

SCHOOL DISTRICT FINGERPRINTING OF NEW EMPLOYEES:

If a school district wishes to fingerprint its own new employees, it **must use the State of Michigan Applicant and Personal Identification Fingerprint Card (RI-8)**, and be trained by local or state law enforcement personnel. **NOTE: Quality fingerprint impressions are necessary for an automated fingerprint check by the Michigan Department of State Police.**

FEE FOR THE CRIMINAL RECORDS CHECK:

- A. There will be a \$54 processing fee for a Michigan Department of State Police criminal records check.
- B. A money order made payable to the state of Michigan must be forwarded to the Michigan Department of State Police with the fingerprint card.
- C. A local law enforcement agency may also charge a fee for fingerprinting, depending on the agency.
- D. **Payment of the required fee may be made by a school district for an individual, but the district is not required to pay.**

MAILING OF FINGERPRINT CARDS (RI-8):

The Michigan Department of State Police requires all fingerprint cards (RI-8) to be mailed to: Michigan Department of State Police, Central Records Division, General Office Building, 7150 Harris Drive, Lansing, Michigan 48913.

RESPONSE TIME FOR CRIMINAL RECORDS CHECKS:

Public Act 68 of 1993 requires a **30-day response time from the date the Michigan Department of State Police receives the request** for a criminal records check. **Any questions regarding a criminal records check should be referred directly to the Michigan Department of State Police by calling (517) 322-1955.**

EMPLOYMENT OF AN EDUCATOR WHO HAS BEEN CONVICTED:

Public Act 68 of 1993 requires that an individual's criminal background be checked, and it does not prohibit the employment of convicted teachers. However, Rule 390.1201 of the *Administrative Rules Governing the Certification of Michigan Teachers* allows for the revocation of a certificate if an individual has been convicted of a felony involving moral turpitude or an act contributing to the delinquency of a child. **Individuals who have been convicted of such offenses must be brought to the attention of the Office of Professional Preparation Services**

so that a determination can be made as to whether this individual's certificate could be suspended or revoked.

SCHOOL DISTRICTS REQUIREMENT TO NOTIFY THE STATE BOARD OF EDUCATION OF CONVICTED TEACHERS:

Public Act 97 of 1995 requires the superintendents of public schools, board presidents, chief administrative officers of nonpublic schools, or presidents of school boards to notify the State Superintendent of Public Instruction of a certified teacher, school counselor, or any employee who is required to hold a State Board of Education approval or permit who has been convicted of any felony or certain misdemeanors as described in the statute.

DISCLOSURE OF CRIMINAL HISTORY

_____ SCHOOL(S)

_____, MICHIGAN

Pursuant to 1993 Public Act 68, I, _____, represent that (check one):

- _____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- _____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
- a. _____
- _____
- b. _____
- _____
- c. _____
- _____

I understand and agree that pursuant to 1993 Public Act 68:

(1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;

(2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and

(3) if the report received from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Date

Signature

NEW TEACHER INDUCTION/TEACHER MENTORING GUIDELINES AT A GLANCE

LEGISLATION: PA 335 (1993) as amended by PA 289 (1995) Section 1526 – Requires all new classroom teachers in the first 3 years of classroom teaching experience to be mentored by one or more master teachers and be provided 15 days of intensive professional development.

MICHIGAN STATE BOARD OF EDUCATION POSITION STATEMENT: *The SBE believes that the New Teacher Induction/Teacher Mentoring process is a cooperative arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be collegial in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance.*

THOSE WHO SHOULD BE INCLUDED IN NEW TEACHER INDUCTION/MENTORING:

	YES	NO	OPTIONAL	DISTRICT MAY REQUIRE/PROVIDE
NEW TEACHER IN FIRST 3 YEARS OF TEACHING				
New Teacher – New to the profession beginning Fall '94	x			
New Hire – 1 or more years of experience prior to Fall '94			x	x
New Hire – Transfer from private school or adult ed. with more than 3 years of experience			x	x
New Hire – Out-of-state w/more than 3 years of experience			x	x
School Counselor – New to the profession	x			
School Librarian – New to the profession	x			
Speech Pathologist – New to the profession	x			
School Psychologist		x		
School Nurse		x		
School Social Worker		x		

CRITERIA FOR SELECTION OF TEACHER MENTORS: It is strongly recommended that teacher mentors be selected by a district/school committee using operational guidelines in alignment with the State Board of Education approved Teacher Induction Mentor Program Standards. It is also recommended that the teacher mentor volunteer willingly for this responsibility.

IMPORTANT CHARACTERISTICS OF MENTORS: Demonstrated excellence in teaching, participation in professional development activities, same certification or specialty area as the new teacher and be located in same building (if possible), active and open listener.

TRAINING FOR MENTORS: Should receive training for role as mentor as outlined in formal program developed at the local level (p. 9 of Recommended Guidelines).

CORE EXPERIENCES FOR NEW TEACHERS: Knowledge of community, classroom management, parent/guardian interaction, alignment of curriculum, diversity in the classroom, networking, knowledge of teacher evaluation, use of volunteers, time management, knowledge of how to use resources, knowledge of legal issues (pp. 11-12 of Recommended Guidelines).

PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

LEGISLATION: PA 289 (1995) Section 1527 – Requires school districts and public school academies to provide 5 days of professional development for all teachers in Michigan each year.

ADDITIONAL REQUIREMENT: Professional development days provided under section 1527 **shall not** be counted toward the professional development required under section 1526.

PROFESSIONAL DEVELOPMENT Q AND A: http://www.michigan.gov/mde/0,1607,7-140-5234_5683_5703---,00.html

For more information, contact Cheryl Poole: (517) 241-4546

e-mail: pooleCL@michigan.gov

PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

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PROFESSIONAL DEVELOPMENT Q AND A: www.michigan.gov/mde/0,1607,7-140-5234_5683_5703---,00.html

A Few Guidelines for the Professional Development that Qualifies for Michigan Legislative Requirements

March 2003

Does your planned professional development serve the purpose of increasing student learning?

Does your planned professional development align with your school improvement plan?

Is your professional development planned, ongoing, and intensive?

Does the district in some way, such as time or cost, support this activity?

Examples of Activities	Does it Qualify as Professional Development Under Section 1526? (PD Days for New Teachers)	Does it Qualify as Professional Development Under Section 1527? (PD Days for All)
Staff Meetings	No	No (Unless the meeting is planned around topics of student learning, instructional strategies, or curricular content)
Curriculum Development Meetings, School Improvement Committees	Yes (If you can respond affirmatively to the questions shown above)	Yes (If you can respond affirmatively to the questions shown above)
Study Groups, Action Learning, Lesson Study, Study of Student Work	Yes (If you can respond affirmatively to the questions shown above)	Yes (If you can respond affirmatively to the questions shown above)
Parent-Teacher Conferences	No	No
Athletic Coaching Clinics	No	No

Examples of Activities	Does it Qualify as Professional Development Under Section 1526? (PD Days for New Teachers)	Does it Qualify as Professional Development Under Section 1527? (PD Days for All)
Teacher Planning Time Other than Team Planning	No	No
Records Day	No	No
Conferences/Workshops On-site	Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527)	Yes (If you can respond affirmatively to the questions shown above)
Conferences/Workshops at Off-site Location	Yes (If it is relevant to the new teachers' classroom needs) (unless it is already being counted under 1527)	Yes (If you can respond affirmatively to the questions shown above)
Sessions Dedicated to Qualifying for NCA Accreditation	Yes (If it is addressed in a PDP)	Yes (If you can respond affirmatively to the questions shown above)
University or College Class	Yes (If the district pays for it or provides release time and it is relevant to the classroom needs of the new teacher)	Yes (If the district pays for it and you can respond affirmatively to the questions shown above)
Mentoring of the New Teacher	Yes (In the case of the new teacher being inducted or mentored)	Yes (In the case of the veteran teacher providing formal mentoring)
Student Teacher Supervision or Cooperating Teacher to a Student Teacher	N/A (Teachers in their first 3 years in the teaching professional do not usually serve in this role.)	Yes (If the district pays for it, and you can respond affirmatively to the questions shown above)

Office of Professional Preparation Services
Michigan Department of Education

For information about Section 1527, Professional Development, contact Cheryl L. Poole at (517) 241-4546 or PooleCL@michigan.gov.

For information on Section 1526, Induction and Mentoring, contact Dr. Bonnie Rockafellow at (517) 373-7861 or RockafellowB@michigan.gov.

**ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT
FOR BEGINNING TEACHERS**

GENERAL INSTRUCTIONS: This form should be completed annually by each **beginning teacher** and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy kept by the teacher for their portfolio/personal record. The form must be completed for each of a teacher's first three (3) years, but may continue to be used by the teacher for additional years, for recording professional development. A copy of professional development experiences may be requested by the school district. (Please type or print. Make additional copies of this form as needed.)

*This Form is a Worksheet to be completed and retained by the teacher and school district. **DO NOT** return this form to the Michigan Department of Education.*

NAME OF TEACHER: _____ SOCIAL SECURITY NUMBER OF TEACHER: _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: _____

NAME OF SCHOOL WHERE ASSIGNED: _____

NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd or 3rd): _____ SCHOOL YEAR HIRED: _____

NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT: _____

MENTOR ASSIGNED FOR THE CURRENT YEAR: _____ CURRENT SCHOOL YEAR: 20 ____ - 20 ____

NAME: _____ SOCIAL SECURITY NUMBER: _____

POSITION/STATUS (teacher, university faculty, retired teacher): _____

EMPLOYER: _____

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

SIGNATURE OF SCHOOL DISTRICT AUTHORITY _____

SIGNATURE OF TEACHER _____

TITLE _____ DATE _____

DATE _____

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P. O. Box 30008, Lansing MI 48909

ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT

GENERAL INSTRUCTIONS: This form should be completed annually for each teacher and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed for each year to assist in recording professional development. (Please type or print. Make additional copies of this form as needed.) ***This form is a worksheet to be completed and retained by the school district. DO NOT return this form to the Michigan Department of Education.***

Name Of Teacher:	Social Security Number Of Teacher:
Name Of School District Where Employed:	
Name Of School Where Assigned:	
Number of Years as a Contractual Teacher (3 rd , 6 th , Etc.):	School Year Hired:
Number Of Years With Current School District:	Current School Year: 20 - 20

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

(Signature of School District Authority)	Title:
	Date:

(Signature of Teacher)	Date:
------------------------	-------

Template1

OFFICE OF PROFESSIONAL PREPARATION SERVICES

State Board-Continuing Education Unit (SB-CEU) Program

1. What are SB-CEUs?

State Board-Continuing Education Units (SB-CEUs) are State Board approved inservice, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs are calculated by dividing the total number of contact or instructional hours by the number 10. Thus, an 8-hour session would be eligible to receive eight tenths (.8) of an SB-CEU.

2. Non-Traditional Activities Eligible to Receive SB-CEU Credit

In addition to traditional workshops, seminars, training, and conferences, non-traditional professional development activities, such as those listed below are also eligible to receive SB-CEU credit, if approval is received:

- a. Serving as a mentor teacher (must be preapproved)
- b. Serving as a supervising teacher (must be preapproved)
- c. Serving as a supervising school psychologist (must be preapproved)
- d. Serving on a State Board appointed advisory committee (must be preapproved)
- e. Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization)
- f. Serving on a school or school district's PA 25 School Improvement Team (must be approved)
- g. Completion of the portfolio component of the National Board for Professional Teaching Standards (9 SB-CEUs)
- h. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards (9 SB-CEUs)

Program approval for the aforementioned activities must meet the same 30-day timeline for submitting a program approval application as do traditional workshops, seminars, etc.

For more information, please contact Ms. Stephanie Whiteside at (517) 335-1167 or e-mail whitesides@michigan.gov.

3. Approved Sponsors (www.solutionwhere.com/mi_sbceu)

Only approved sponsors may apply to the MDE for approval to offer training and/or conferences for SB-CEUs. A complete listing of approved sponsors can be found at www.solutionwhere.com/mi_sbceu.

Individuals and private vendors may not submit SB-CEU program approval applications directly to the MDE. They may, however, have their program approved through an “approved sponsor.”

4. Who is eligible to use SB-CEUs for certificate renewal?

Individuals who hold the following certificates are eligible to use SB-CEUs for certificate renewal every five years.

- a. The Professional Education certificate
- b. The Occupational Education certificate
- c. The School Psychologist certificate
- d. The School Guidance Counselor certificate

The above certificates require renewal every five years. The renewal requirement includes the completion of 6 semester hours of appropriate coursework through an approved institution, 18 SB-CEUs, or a combination of both. School administrators are required to complete 6 semester hours, 18 SB-CEUs, or a combination of both every 5 years for continued employment.

5. Significance of SB-CEU

Generic CEUs cannot be used toward renewal of a Michigan teacher or school psychologist certificate. Only state approved SB-CEU training counts toward certificate renewal. Training programs and/or conferences sponsored by either Michigan Virtual University (MVU) or by an authorized provider of the International Association for Continuing Education and Training (IACET) may be eligible for SB-CEUs via collaborative agreements between the Michigan Department of Education, Office of Professional Preparation Services, and both MVU and IACET.

6. SB-CEU Record Responsibility

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SB-CEU credit. Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was earned. The State of Michigan does not maintain a central registry of earned SB-CEU credit for participants. If the participant requires a duplicate copy verifying earned SB-CEU credit, it can be obtained from the SB-CEU program sponsor.

GRANT PROGRAMS

Title II Part A Professional Development Competitive Grant Program

The Title II Part A grant program is a federally funded competitive grant program that offers assistance to higher education institutions to form partnerships with local districts for significant professional development projects. The projects must emphasize improvement of the preparation of teachers, strengthening the skills of teachers, and improvement of the quality of instruction in the core academic disciplines.

National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The Michigan Department of Education makes available subsidy grant awards to support National Board Certification for teachers. These funds are awarded on a competitive basis and are used for the application fee to the National Board for Professional Teaching Standards.

TITLE II, PART A (3) HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COMPETITIVE GRANT PROGRAM

Purpose of Program:

Provides federal financial assistance to higher education institutions to form partnerships with high need districts for significant projects designed to:

- improve the preparation of teachers and principals;
- strengthen the skills of teachers and principals; and
- improve the quality of instruction and student academic achievement in the core academic disciplines.

Emphasizes High Quality Professional Development:

- tied to challenging State content and student performance standards;
- reflects recent research on teaching and learning;
- includes strong academic content and pedagogical components;
- incorporates effective methods and practices for meeting the educational needs of diverse student populations;
- is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom;
- is part of the everyday life of the school and creates an orientation toward continuous improvement throughout the school.

Projects Address:

- The identified needs of specific districts to improve student academic achievement.

Eligible Applicants:

The College of Education and College of Arts and Science from Michigan public and independent higher education institutions are eligible to form a partnership with a high-need local district to apply for these grants on a competitive basis. An institution may apply for funding on behalf of a proposed cooperative project which involves local educational agencies, private industry, museums, libraries, educational broadcasting stations, public or private nonprofit organizations of demonstrated effectiveness.

For more information, contact Ms. Cheryl Poole at (517) 241-4546; e-mail: pooleCL@michigan.gov or by fax at (517) 373-0542.

National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The Michigan Department of Education makes

available subsidy grants to support National Board Certification for teachers. These funds are awarded on a competitive basis and are used to assist in the application fee to the National Board for Professional Teaching Standards. In addition, federal subsidy grant awards and, if available, Michigan subsidy grant awards are available to Michigan teachers to pay the cost of application. For further information, contact Dr. Frank Ciloski at (517) 373-6791; e-mail: ciloskif@michigan.gov.

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF PROFESSIONAL PREPARATION SERVICES

2004-2005

National Board Certification Subsidy Grant Application

The Michigan Department of Education has received a subsidy grant of \$196,000 from the National Board for Professional Teacher Standards (NBPTS) for the award of individual grants of \$1,150 toward the \$2,300 application fee for certification by the NBPTS. As funds are available, the Michigan Department of Education will make available additional subsidy grants for \$1,150 to cover the remaining cost of application fees (\$2,300). This award will be available to eligible applicants identified through a first-come, first-served basis.

General information about National Board Certification: National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgements about student learning, and acts effectively on those judgements. The 2004-2005 "Question and Answer: What Every Teacher Should Know About the National Board Certification Process" can be ordered by calling **1-800-22-TEACH**.

Offered on a voluntary basis, the advanced system of National Board Certification is organized around five core propositions:

Teachers are committed to students and their learning.
Teachers know the subjects they teach, and how to teach those subjects to students.
Teachers are responsible for managing and monitoring student learning.
Teachers think systematically about their practice and learn from experience.
Teachers are members of learning communities.

Based on these propositions, the National Board has developed advanced standards in the following certification fields: NATIONAL BOARD CERTIFICATION IN AN IDENTIFIED FIELD WILL ALLOW A TEACHER TO BE DETERMINED TO HAVE MET THE REQUIREMENTS FOR A HIGHLY QUALIFIED TEACHER AS DEFINED WITHIN THE NO CHILD LEFT BEHIND ACT OF 2001.

Early Childhood/Generalist (ages 3-8)
Early Childhood and Early Adolescence through Young Adulthood/English as a New Language (ages 3-18+)
Middle Childhood/Generalist (ages 7-12)
Early Adolescence/Generalist (ages 11-15)
Early Adolescence/English Language Arts (ages 11-15)
Early Adolescence/Science (ages 11-15)
Early Adolescence/Social Studies-History (ages 11-15)
Early and Middle Childhood/World Language Other Than English (ages 3-11)
Early and Middle Childhood/Art (ages 3-12)
Early and Middle Childhood/English as a New Language (ages 3-12)
Early and Middle Childhood/Literacy: Reading-Language Arts (ages 3-12)
Early and Middle Childhood/Physical Education (ages 3-12)
Middle Childhood through Early Adolescence/Mathematics (ages 7-15)
Early Adolescence through Young Adulthood/Career and Technical Education (ages 11-18+)
Early Adolescence through Young Adulthood/Exceptional Needs (ages infant-21+)
Early Adolescence through Young Adulthood/Art (ages 11-18+)
Early Adolescence through Young Adulthood/English as a New Language (ages 11-18)
Early Adolescence through Young Adulthood/Health Education (ages 11-18)

Early Adolescence through Young Adulthood/Music (ages 11-18)
Early Adolescence through Young Adulthood/Physical Education (ages 11-18+)
Early Adolescence through Young Adulthood/World Languages Other Than English (ages 11-18)
Adolescence through Young Adulthood/English Language Arts (ages 14-18+)
Adolescence through Young Adulthood/Mathematics (ages 14-18+)
Adolescence through Young Adulthood/Science (ages 14-18+)
Adolescence through Young Adulthood/Social Studies-History (ages 14-18+)
Early Childhood through Middle Childhood/Music (ages 3-11)
Early Childhood through Young Adulthood/Library Media (ages 3-18)
Early Childhood through Young Adulthood/School Counseling (ages 3-18)
School Counseling

Priority will be given to applicants who:

Currently teach at least half time during the 2003-2004 school year
Commit to teach for at least three years in a Michigan K-12 school(s)
Commit to completing the NBPTS assessment process

Should the number of applicants exceed the scholarships available, an equitable plan for selection of recipient will be put in force. Such selection may be based on Michigan geographic distribution of applicants, written responses to five NBPTS core propositions, willingness to mentor future applicants, and other criteria related to teaching practice deemed appropriate.

All grant applications will be logged by date and time of submission and screened for eligibility by staff of the Office of Professional Preparation Services, Michigan Department of Education. Eligible applications will be reviewed. Grants will be awarded on a first-come, first-served basis. For additional information please call Dr. Frank Ciloski, Office of Professional Preparation Services, Michigan Department of Education, at (517) 373-6791.

Distribution of Funds: State funds and subsidy funds will be combined to support awards of \$2,300 each to cover the entire application fee for National Board Certification.

Under no circumstances will NBPTS consider the federal subsidy award as the initial payment required for application.

If the grant subsidy recipient/applicant for National Board Certification fails to fulfill his/her obligation to ensure the remainder of the application fee for National Board Certification, or fails to complete the National Board assessment process, the recipient must repay the state portion (\$1,150) of the subsidy grant.

Submission of Application for National Board Certification: Each recipient of a subsidy award (combined state and federal subsidy or federal subsidy) is responsible for submitting their own application for National Board Certification to NBPTS prior to making application for a subsidy grant to complete eligibility for the award.

RECIPROCITY/INTERSTATE AGREEMENTS

Michigan has reciprocity/interstate agreements with states indicated below, based on the NASDTEC Interstate contract. However, Michigan currently employs an “open door” policy to issue a comparable certificate to the holder of a valid teaching certificate from another state. Those with less than 3 years of teaching experience must take and pass all required certification tests.

State	Reciprocity Agreement		State	Reciprocity Agreement
Alabama	✓		New Hampshire	✓
Alaska	✓		New Jersey	✓
Arizona			New Mexico	✓
Arkansas	✓		New York	✓
California	✓		North Carolina	✓
Colorado	✓		North Dakota	✓
Connecticut	✓		Ohio	✓
Delaware	✓		Oklahoma	✓
District of Columbia	✓		Oregon	✓
Florida	✓		Pennsylvania	✓
Georgia	✓		Rhode Island	✓
Hawaii	✓		South Carolina	✓
Idaho	✓		South Dakota	
Illinois	✓		Tennessee	✓
Indiana	✓		Texas	✓
Iowa			Utah	✓
Kansas			Vermont	✓
Kentucky	✓		Virginia	✓
Louisiana	✓		Washington	✓
Maine	✓		West Virginia	✓
Maryland	✓		Wisconsin	
Massachusetts	✓		Wyoming	
Michigan			Dept. of Def. Dep. Schs.	
Minnesota			American Samoa	
Mississippi	✓		Fed. States of Micronesia	
Missouri			Guam	✓
Montana	✓		Northern Marianas	
Nebraska	✓		Puerto Rico	
Nevada	✓		Virgin Islands	

LEGISLATIVE UPDATE

388.1619 (3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law.

(4) Each district shall furnish to the center not later than 7 weeks after the pupil membership count day, in a manner prescribed by the center, the information necessary for the preparation of the district and high school graduation report. The center shall calculate an annual graduate and pupil dropout rate for each high school, each district, and this state, in compliance with nationally recognized standards for these calculations. The center shall report all graduation and dropout rates to the senate and house education committees and appropriations committees, the state budget director, and the department not later than June 1 of each year.

(5) A district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel as necessary for reporting required by state and federal law.

(6) ~~(3)~~ If a district or intermediate district fails to meet the requirements of subsection (2), ~~and sections 1204a, 1277, and 1278 of the revised school code, MCL 380.1204a, 380.1277, and 380.1278,~~ (3), (4), or (5), the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under this act until the district or intermediate district complies with all of those ~~sections~~ subsections. If the district or intermediate district does not comply with all of those ~~sections~~ subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those ~~sections~~ subsections.

1236a (1) The board of a school district or intermediate school district may enter into a contract with a person or entity to furnish substitute teachers to the school district or intermediate school district as necessary to carry out the operations of the school district or intermediate school district.

(2) A contract entered into under this section shall include the following provisions:

(a) Assurance that the person or entity will furnish the school district or intermediate school district with qualified teachers in accordance with this act and rules promulgated under this act.

(b) Assurance that the person or entity will not furnish to the school district or intermediate school district any teacher who, if employed

directly by the school district or intermediate school district, would be ineligible for employment by the school district or intermediate school district as a substitute teacher under this act.

- (c) A description of the level of compensation and fringe benefits to be provided to employees of the person or entity who are assigned to the school district or intermediate school district as substitute teachers.
 - (d) A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the school district or intermediate school district under the contract.
 - (e) Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the school district or intermediate school district, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a substitute teacher and will provide the board of the school district or intermediate school district with the criminal history record information obtained under section 1230 and with the results of the criminal records check under 1230a. The department of state police shall provide information to a person or entity requesting information under this subdivision to the same extent as if the person or entity were a school district making the request under section 1230 or 1230a.
- (3) A school district or intermediate school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district or intermediate school district and the person or entity against losses or liabilities incurred by the school district or intermediate school district and person or entity arising out of any claim for personal injury or property damage caused by the school district or intermediate school district, its officers, employees, or agents. A school district or intermediate school district may pay premiums for the insurance out of its operating funds. The existence of any policy of insurance indemnifying the school district or intermediate school district and person or entity against liability for damages is not a waiver of any defense otherwise available to the school district or intermediate school district in the defense of the claim.
- (4) As used in this section, “entity” means a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust or other legal entity.